



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 051 - S	ISSUE DATE: May 18, 2026	CLOSING DATE: June 2, 2026
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TITLE: Technical Assistant	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: State Lottery	TITLE CODE: 51329 RANGE: A12
UNIT: Operations/Winner Support Services	WORKWEEK: 35 Hours
LOCATION: One Lawrence Park Complex, 1333 Brunswick Circle, Lawrenceville, NJ 08648	SALARY RANGE: \$43,236.54 - \$62,340.34

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of State Lottery is seeking a Technical Assistant. Under supervision of a supervisory official in the Operations/Winner Support Services unit, the incumbent will create 'Low Tier' player claims (<\$7,500). This starts with opening the mail, confirming all required documents are included and the claim form is complete. Create a player profile within the Aurora claim and payment system, create the corresponding claim for the player, and enter the claimant's information into the system; the player, and enter the claimant's information into the system; process 'Low Tier' paper claims for payment. Employee must verify that all information listed on the Claim Form matches what was entered into the Claims Payment applications, validate the winning ticket against the central gaming system, than submit the claim for payment; review claims send electronically through the Division's mobile claim submission tool. These claims are populated directly from the information provided by the claimant. If all player information is verified, the employee will process for payment; assist players who arrive at Lottery headquarters with completing their claim form. Answer any additional questions the player has and set processing timeline expectations within current claim volume. Performs additional duties as needed.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience: Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

IMPORTANT NOTES

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 2, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 051 - S Technical Assistant" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer